

XX 20505

21 November 1963

*Bldg + G*

Mr. Robert R. Ayres  
Executive Vice President  
and General Manager  
Government Services, Inc.  
Washington, D.C. 20036

Dear Bob:

I am writing to express our appreciation for the outstanding service Mr. William J. Virts has rendered this Agency as the manager of our cafeteria for the past two years. His exceptional abilities as planner and organizer have been largely responsible for the very successful operation of this important facility from the time it was first opened. He also demonstrated initiative and imagination during the shake-down period when many unforeseeable problems arose. I feel certain that his recent transfer to another important position is in recognition of his capabilities and we wish him well.

May I add that we appreciate the continued cooperation of your organization and anticipate that Mr. Virts' replacement will provide the same excellent service.

Sincerely,

/s/

L. K. White  
Deputy Director  
for Support

STAT

STAT

OL/LSD/[ ]cld(14 Nov 63)  
Rewritten:OL/EO:[ ]bs(18 Nov 63)  
Rewritten:ADD/S:HGL:fp(21 Nov 63)  
Dist:  
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1 - OL File (Official)  
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ved For Release 2003/04/29 : CIA-RDP84-00780R0001001  
TRANSMITTAL SLIP 21 November 63

TO: Colonel White

ROOM NO.

BUILDING

REMARKS:

According to   
Mr. Virts was transferred to the State  
Department cafeteria effective 15 Nov.  
He has been replaced by Miss Ann Green,  
formerly with the HEW cafeteria.

Request your signature.

JMK  
HGL

FROM:

ROOM NO.

BUILDING

EXTENSION

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FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

☆ GPO : 1957-O-439445

(47)

*Bldg & Grounds*

7 November 1963

MEMORANDUM FOR: Deputy Director/Support

SUBJECT : Care of Headquarters Grounds

Red,

I hate to keep heckling you on the grounds and the building, but I note that at least three and perhaps four of the large trees in the northwest inner court are dead and probably one in the southwest inner court is dead. These are expensive trees and the question I have is whether they received the same type of care that I see the trees and bushes on the George Washington Memorial Parkway receiving, e. g., heavy fertilization a couple times a year and constant watering during periods of drought. I think all of our shrubbery and trees should receive this type of care in view of the expense we went to in putting them in, and obviously the trees in the inner court need more care than those exposed to constant sunshine.

<sup>15/</sup>  
Lyman B. Kirkpatrick  
Executive Director

DD/S Dist:  
O - C/LSD  
IT - DD/S Subject

*Handled 15 Nov  
will have something 18<sup>th</sup>  
JH*

COPY of h/w note:

12 Nov 63

TO:  STAT

ROOM NO. 2E-24	BUILDING Headquarters
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REMARKS:

as per telecon --

/s/HGL

FROM: ADD/S STAT

ROOM NO. 7D-18	BUILDING Headquarters	EXTENSION <input type="text"/>
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FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

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